



Welcome to Drexel University!

New Employee Technology Checklist

- Activate Your E-mail Account** (<http://accounts.drexel.edu>)
Select the “New to Drexel?” Link
- Setup the Password Reset Wizard** (<http://accounts.drexel.edu>)
Login and click the “Set up”
- Mail Forwarding** (optional) (<http://accounts.drexel.edu>)
Allows you to forward your Drexel e-mail to other e-mail accounts
- Access Your Email via DrexelOne** (primary) (<http://one.drexel.edu>)
- Configure an Email Client** (optional) (AskDrexel - <http://ask.drexel.edu>)
- Request a Microsoft Exchange Email Account** (optional)
(<http://www.drexel.edu/irt/accounts/setup/getExchange/>)
- Obtain Your Personal University ID Number** (<http://accounts.drexel.edu>)
A randomly generated number used to track your records through the system
- Pick Up Your DragonCard** (<http://www.drexel.edu/dragoncard/about.html>)
Creese Student Center (32nd and Chestnut), Room 124 - 215.895.6095
M-F 8am-5pm (8am-7pm during the first 2 weeks of the Fall term)
- Explore the Computer Marketplace** (<http://www.drexel.edu/irt/DownloadsAndComputers/>)
Download MS Office and Symantec Anti-Virus
Purchase Hardware and Other Software
- Configure Your Wireless Card** (<http://www.drexel.edu/irt/networks/wireless/>)
- Access BannerWeb via DrexelOne** (<http://one.drexel.edu>)
Display student information, class lists, and enter grades
- Create Online Courses** (<http://www.drexel.edu/irt/coursetools/toolList/bbvista/>)

- Visit the Online Learning Team** (<http://www.drexel.edu/irt/help/workshops/>)
A valuable resource for faculty using technology in the classroom
- Peruse the Registrar's Website** (<http://www.drexel.edu/provost/registrar/>)
Learn more about [submitting grades](#), room requests and policies

<http://www.drexel.edu/irt>

215.895.2020

consult@drexel.edu

University City Campus

Korman Center – First Floor

Monday-Thursday	8 a.m. – 9 p.m.
Friday	8 a.m. – 7 p.m.
Saturday	9 a.m. – 5 p.m.
Sunday	3 p.m. – 9 p.m.

Center City Campus

Hahnemann Library – New College Building

Monday-Friday	8 a.m. – 5 p.m.
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